

Communications Committee

February 8, 2020

1. Meeting Called to Order at 10:05am

Attendees **Present:** Polly Kay, Jennifer Emmett, Augie Moran, Lee West

Board Liaison - Tony Harmon **Not Present:** Debra Manoogian **Visitors:** None

2. Minutes Approval:

- a. January 2020 minutes were approved; 3 Yes, 1 abstained and will be sent to Grace.

3. PMC Charter Discussion Topics:

- a. Newcomer Packets
 - i. Need exact cost estimates
 - ii. How are the current versions distributed?
- b. Annual Budget
 - i. Submit annual budget
- c. Website Review
 - i. Tony discovered that Norstar states the website IS ADA compliant but he's searching for more confirmation via other sources.
- d. Official PMC Facebook Page
 - i. Not highly internet searchable and it's tied to Patrice's personal facebook account.
- e. Review Communication Protocols
 - i. How changes are routed and approved
- f. Code of Conduct
 - i. Develop based on the CC&Rs - keep to one paragraph

4. Meet and Greet

- a. Meet and Greet - proposed a new date/time more convenient to members
- b. Per Tony, this has been discussed with Karin and there are no plans to change the date/time currently.

ACTION ITEMS

1. Review and revise current CC Charter to be more suitable to the current environment and include reference to an annual budget - start first draft and send to all members of the CC-- Polly
2. Check with Karin how the current New member Packet is distributed-- Polly
3. Send FINAL January 2020 minutes to Tony - Jen

Meeting adjourned at 11:00am.

Next meeting March 14, 2020